

I-READ
Final Report
(Narrative & Financial)
for
Grant Period: 2002 – August 2, 2004

Due in the I-READ Office on or before October 1, 2004

Indiana's Reading Excellence Action Demonstration Program
Indiana Department of Education

I-READ Final Report: Narrative
[This report should reflect only one school’s final report.]

Date: _____ Corporation Name: _____

Corporation Number: _____ Grant Contact Person: _____

Person Submitting the Final Report: _____ Signature: _____
(Please Print)

Name of the school: _____ Type of Grant (LRI/TAS): _____

INSTRUCTIONS: The purpose of the final report narrative is to summarize the accomplishments throughout the two years of the grant period for both LRI and TAS. The report should be brief and concise, not exceeding 5 pages (single spaced, 12-point font) in length. **NOTE:** If applicable, you may add attachments, such as copies (not the originals) of newspaper articles, letters of recognition, letters of thanks/praise, photographs of special events, or written summaries (not the complete materials) of activities/materials that worked especially well in your school’s program.

Please use the following format for the report.

1. **Overall Goals and Objectives:** Discuss the extent to which the school’s program achieved its planned goals, objectives, and activities. In this discussion, identify any major accomplishments that have had an impact on reading achievement.
2. **Implementation Issues and Lessons Learned:** Discuss any implementation challenges and lessons learned that the school encountered throughout the two-year grant period. The following are areas you will want to address:
 - Curriculum and Instructional Materials
(Include: The names of the adopted basal text (s) and the supplemental materials/texts as well as the types of library collections—it is not necessary to list individual titles--you have purchased with I-READ funds and are using to implement your I-READ Comprehensive Reading Plan.)
 - Professional Development (What kinds did you offer? How did you establish need? Was it useful?)
 - Assessments (Include the names of all the assessments you are using in K-3 for reading. How have these assessments helped with instructional decision-making?)
 - Coaching (What was the role? What was the most significant impact of the coach to your school’s program?)
3. **Achievement:** Discuss students’ reading achievement in K-3 during the two years using your assessment data and your qualitative data, such as observations, instructional practices/materials, parental involvement, school demographics, etc.

**I-READ
2002-2004 DISTRICT FINAL BUDGET REPORT**

[Budget reflects all schools.]

Date: _____ Corporation Name: _____

Corporation Number: _____ Grant Contact Person: _____

Person Submitting Final Budget Report: _____ Signature: _____
(Please Print)

This Final Report is applicable to the following school/s: _____

SUBGRANT	AMOUNT OF AWARD
Local Reading Improvement (LRI)	
Tutorial Assistance Subgrant (TAS)	

BUDGET CATEGORY		ORIGINAL ALLOCATION (Reflects district budget for ALL schools.)	FUND ACTIVITY (2002 – August 2, 2004)		REMAINING FUNDS [Should = 0]
Object	Description		TRANSFERS (-) (+)	EXPENDITURES (-)	
100 and 200	Salaries & Benefits				
300	Contracted Services				
	Travel				
400	Supplies & Materials				
500	Capital Outlay/Equipment				
600	Technology (Computer hardware, distance learning, software)				
Subtotal					
	Administration (no more than 5% of total award)				
	Restricted Indirect Cost Rate				
TOTAL					

EXPLANATIONS (if necessary):

**I-READ
2002-2004 SCHOOL FINAL BUDGET REPORT**
[This budget form should reflect only one school's final budget.]

Date: _____

Corporation Name: _____

Corporation Number: _____

Grant Contact Person: _____

Person Submitting Final Budget Report: _____
(Please Print)

Signature: _____

This Mid-term Budget Report is applicable to the following school: _____

SUBGRANT	AMOUNT OF AWARD
Local Reading Improvement (LRI)	
Tutorial Assistance Subgrant (TAS)	

BUDGET CATEGORY		ORIGINAL ALLOCATION (Reflects budget for the school named above.)	FUND ACTIVITY (2002 – August 2, 2004)		REMAINING FUNDS [Should = 0]
Object	Description		TRANSFERS (-) (+)	EXPENDITURES (-)	
100 and 200	Salaries & Benefits				
300	Contracted Services				
	Travel				
400	Supplies & Materials				
500	Capital Outlay/Equipment				
600	Technology (Computer hardware, distance learning, software)				
Subtotal					
	Administration (no more than 5% of total award)				
	Restricted Indirect Cost Rate				
TOTAL					

EXPLANATIONS (if necessary):